CHIEF SCHOOL BUSINESS OFFICIAL

Post-Master’s Certificate CSBO Endorsement

Goal: To prepare collaborative, competent, fiscally-responsible, legally-literate, ethical, educational leaders (School Business Managers) for Illinois public school districts.

The Educational Leadership program at Springfield is offering the Chief School Business Official (CSBO) endorsement program designed to meet current and new standards at both the national and state levels. The UIS campus and the Illinois State Board of Education have approved the EDL program’s courses that will lead to a Chief School Business Official Endorsement. Candidates will take 34 hours of EDL graduate courses needed for a Chief School Business Official endorsement. This will allow candidates to be chief school business officials after they have passed the state standards-based endorsement test and completed two (2) years of school business management experience. Two years of approved practical experience may also be considered.

The Chief School Business Official endorsement is designed to prepare Illinois educators for advanced study and preparation in the organization and administration of the management of fiscal, physical, and human resources of a public school district in Illinois. Courses are appropriate for candidates who are currently employed as building principals, central administrative staff, as well as candidates who hold MBA’s and MPA’s. Courses include a carefully planned set of standards-based experiences designed to develop knowledge, skills, and dispositions necessary to meet candidates’ needs and interests in the area of Chief School Business Official endorsement.

The Chief School Business Official (CSBO) endorsement is an online model of delivery, which requires the completion of 34 semester hours of coursework, which includes 28 hours of EDL course and three semesters (two credit hours each) of clinical experiences. Academic content for the sequence includes the following courses:

- EDL 579 Collective & Internet-based Bargaining 2 hrs.
- EDL 582 Political Action and Advocacy 2 hrs.
- EDL 603 Advanced Seminar on Law and Public Policy 4 hrs.
- EDL 612 Management of Educational Funds and Facilities 4 hrs.
- EDL 621 Superintendent and Central Staff/Personnel Management 4 hrs.
- EDL 626 Clinical Experiences/Internship I 2 hrs.
- EDL 627 Clinical Experiences/Internship II 2 hrs.
- EDL 628 Clinical Experiences/Internship III 2 hrs.
- EDL 635 Organizational Theory and Leadership 4 hrs.
- EDL 640 Business Application Revenues 4 hrs.
- EDL 645 Business Applications Expenditures 4 hrs.

*Note: Candidates with a Superintendent endorsement, M.B.A., or M.P.A. may have transcripts evaluated for their course of study. These candidates may seek the CSBO endorsement (non-degree) program.
The Faculty
The UIS Educational Leadership faculty members were selected as a result of intensive national searches, designed to hire the best possible faculty to teach in the Chief School Business Official Endorsement Program, as well as, be able to participate as productive and qualified members in both the Principal and Superintendent Preparation Programs in the EDL Department. As individuals and program faculty, the EDL professors possess the knowledge, skills, dispositions and experience necessary for a quality educational leadership program at this level.

Dr. Scott Day, Ed.D., Chair Professor
Dr. Leonard Bogle, Ed.D. Associate Professor
Dr. William Phillips, Ed.D. Associate Professor
Dr. Karen Swan, Ed.D. Distinguished Professor
Brian Schwartz, J.D. Adjunct Professor
Marcilene Dutton, J.D. Adjunct Professor

Admission Information
To be considered for acceptance into the Chief School Business Official program, a candidate must:

- Complete a UIS Graduate Application for Admission form, found online at: www.uis.edu/admissions/gradapply
- Arrange to have copies of official transcripts from each degree institution where undergraduate, graduate & non-degree credit was earned sent directly to the Office of Admissions.

Program Application Requirements and Process
Acceptance into the Chief School Business Official program is competitive. To be considered for acceptance in the program, applicants must:

- Have at least a 3.0 GPA on a 4.0 scale
- Submit a completed EDL Chief School Business Official Application form to the EDL department
- Submit a completed EDL Personal Data Form to EDL program
- Submit a current resume to the EDL program
- Submit Graduate Record Examination (GRE) test results and written portion of exam, offered at any local Prometric Testing Center to Admissions
- Submit to the EDL program a sample of your academic or professional writing
- Arrange to have three educational and/or professional references be completed and sent to the EDL department

The University of Illinois at Springfield is one of the three U of I campuses and is located on 746 picturesque acres in Illinois’s state capital. We are a small, public liberal arts university with an enrollment of over 5,000, including 2,000 graduate students. Faculty members are teacher-scholars and the average class size is 15. UIS offers 54 degree programs: 32 bachelor’s, 21 master’s, and the Doctorate of Public Administration. UIS is also a national leader in online education, with 12 bachelor’s completion programs, 13 master’s programs, and 9 certificate programs offered fully online, as well as over 400 online courses.

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